

24 MAR 1964

MEMORANDUM FOR: Director of Personnel  
Director of Security  
Director of Finance  
Chief/Medical Staff

SUBJECT : Supervisory Responsibilities Program

1. Attached is the agenda for the Program on Supervisory Responsibilities now scheduled firmly for 10 April. This will constitute the first of approximately six runnings and will be for DDS supervisors in this first presentation. Additional runnings of this Program for the other Deputy Directorates will be scheduled as soon as possible and in as rapid sequence as possible until all Agency supervisors have been reached.

2. A dry run will be scheduled for probably the 7th of April at which time all participants can hear what each other has planned, and we can make any final adjustments that may be necessary at that time. In the interval I will be in frequent and continuing contact with each of you for purposes of guidance and coordination. Hopefully, in this way we can have a fairly well integrated program by the time we have our dry run. I will confirm at the earliest possible date times and places for this practice exercise.

3. Please let me know at any time if there are any ways in which I can provide assistance or if you have suggestions or ideas that we might consider. I am most grateful for your cooperation to date and will surely continue to need more of the same.

Project Officer/OTR

Attachment: ASA

OTR/IS/ [ ] :mam (24 March 1964)

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